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9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

- OR -

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

- OR -

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

N/A

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

GlobalWIN is organizing and financially supporting all aspects of this trip, including travel logistics, meetings, and panel discussions.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

GlobalWIN is a bipartisan 501c3 organization that provides a forum for women who are passionate about innovation. Programming on this trip will combine all tiers of GlobalWIN programming by addressing policy issues, fostering bipartisanship, and bringing visibility to women in innovation-drive fields. (see attached.)

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

In June 2016, GlobalWIN hosted a Senate Staff Trip to NYC. GlobalWIN also has a record of successful Congressional Delegation trips with staff from the House including: Paris 2012, London 2013, Brussels 2014, Dublin 2015, NYC 2016 and London May 2017. (all in accordance with Ethics Committee rules)

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

GlobalWIN is a DC-based nonprofit organization that hosts 1-3 free events per month focused on career

development, networking, and policy discussions. The events range in scale from 20 attendees to 100+.

GlobalWIN features Members of Congress, policy advisors, industry experts and female leaders.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$215 one-way Alaska Air Flight (coach class) +	\$205/night x 2 nights = \$410 (pre tax/fees)	M&IE = \$185*	N/A
<input type="checkbox"/> Actual Amounts	\$375 Ground Bus Transportation = \$590		*At per diem rate. Includes \$55.50 for first and last day of travel + \$74	

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

B) GlobalWIN's Senate Staff Delegation Trip is planned specifically with regard to Congressional

participation in the form of Senate Staff from Republican and Democratic offices.

18. Reason for selecting the location of the event or trip

As a U.S. hub for tech, trade, and commerce, with direct flights available from Washington, DC, Seattle

was chosen as the location of this trip to discuss all things related to innovation and feature women leaders

19. Name and location of hotel or other lodging facility:

Thompson Seattle

110 Stewart Street, Seattle, WA 98101

20. Reason(s) for selecting hotel or other lodging facility:

The Thompson Seattle was chosen due to its availability, group rate, and proximity to event locations.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Daily expenses for meals are equal to per diem rates. Lodging expenses slightly exceed the October 2017 per diem rate because the hotel contract was planned and signed in May 2017, prior to the posting of the October 2017 rate. The rate used does align with the October 2016 and September 2017 per diem rates.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

For efficiency and maximum time in Seattle for programming, the GlobalWIN Senate Staff Delegation
will take direct flights on Alaska Air in economy/coach class

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

N/A

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor:

Name and Title: Helen Milby, Co-Founder & Executive Director

Name of Organization: Global Women's Innovation Network (GlobalWIN)

Address: 233 Pennsylvania Ave, SE 2nd Floor, Washington, DC 20003

Telephone Number: 202.548.0021

Fax Number:

E-mail Address: helen@helenmilby.com



Itinerary*

* Schedule subject to change.

Attachment

5. GlobalWIN Delegation Invitees (in no particular order):

- 12.** GlobalWIN is organizing and financially supporting all aspects of this trip, including all travel logistics, meetings, speakers, and panel discussions throughout the hours of official programming. GlobalWIN is the sole organizing and financial sponsor of this trip, and will be covering all costs incurred by our delegation of Senate staffers.

13. Co-chaired by Congresswoman Martha Roby (R-AL) and Congresswoman Debbie Wasserman Schultz (D-FL), GlobalWIN is a bipartisan 501(c)(3) organization that provides a dynamic forum for women who are passionate about innovation. We have built and continue to expand this powerful network of executives and thought leaders in academia, government, and business, who work in innovation-driven fields. GlobalWIN provides an important forum for female leaders to grow personally and professionally, while contributing to key policy debates.

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GLOBALWIN PROGRAMMING: GlobalWIN highlights the important role of women in innovation through three programming silos:

1. *Monthly Policy Events & Annual Innovation Luncheon*: GlobalWIN features leaders in academia, government, and business, who have made significant contributions in STEM and related fields to educate our audience on policy issues associated with global innovation and strategies for addressing them.
2. *Career Development*: GlobalWIN provides opportunities and support for women, both entering into and advancing within innovation fields, through continuing educational opportunities and mentoring programs.
3. *Educational Trips & Global Partnership Building*: Through educational trips, GlobalWIN builds cooperative partnerships with like-minded organizations, such as the European Network for Women in Leadership, based in Paris, and the 30 Percent Club chapter in Dublin. GlobalWIN aims to foster global cooperation among women on the key issues related to innovation, technology, and economic growth.

GlobalWIN will touch on all three of its programming silos by hosting this trip to Seattle, WA. Our Delegation will discuss policy issues throughout the trip, connect with peers from across the aisle fostering an atmosphere of bipartisanship, cooperation and personal network-building. Additionally, this trip will build upon partnerships with GlobalWIN's Seattle network.

As previously stated, this trip aligns with GlobalWIN's mission to provide a vital forum for female leaders to grow personally and professionally, while contributing to key policy debates. The programming reflects the organization's commitment to celebrate and bring visibility to women working in innovation-related fields. GlobalWIN is travelling to Seattle to meet with female leaders in the public and private sector to discuss issues related to innovation including, virtual reality, women-led invention, the future of work, international trade, and Internet of Things/